

## Form G-1242, Volunteer Employment Program Agreement With Academic Institution

USCIS Form G-1242

## **Department of Homeland Security**

U.S. Citizenship and Immigration Services (USCIS)

Student's Full Name (print):
Position Title, Series, & Grade:
Program Office:
Educational Institution & Program:
Expected Completion of Educational and Work Requirements (mm/dd/yyyy):
Appointment's Not-To-Exceed Date (mm/dd/yyyy):
Supervisor's Name (print):
Telephone Number:

## **General Student Eligibility**

- 1. Be sixteen (16) years of age.
- 2. Be a citizen of the U.S.
- **3.** Be enrolled, at least half-time, in an accredited high school or pursuing a degree, diploma, certificate, etc. in a technical or vocational school, 2-year or 4-year college or university, graduate or professional school or participate in an accredited or Statecertified home-school (high school students only).
- 4. Maintain good academic standing of at least a "C" average 2.0 out of 4.0 grade point average (GPA).
- 5. Meet the security requirements for the position.
- **6.** Provide a signed formal agreement.

This agreement constitutes a mutual understanding between the U.S. Citizenship and Immigration Services (USCIS) and the above named institution, for the purpose of placing the above named student, in a volunteer, non-paid work assignment as part of a program established to provide educationally-related work experience for the student.

Both parties agree that:

- 1. The student named above is officially enrolled in a course of study at the above-named institution;
- 2. The above-named institution has given permission for the above-named student to volunteer his/her services;
- 3. The services to be rendered are to be uncompensated, i.e., non-paid volunteer service; and
- 4. The participating student is not considered to be a Federal employee for any purpose other than for:
  - **a.** Federal Tort Claims provision published in 28 U.S.C. 2671 through 2680. Claims arising as a result of student participation should be referred to the USCIS; and
  - b. 5 U.S.C. 8101 through 8193, relative to compensation for injuries sustained during the performance of work assignments. Claims related to injuries should be referred to the Office of Workers' Compensation Programs, U.S. Department of Labor for adjudication.

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The USCIS will maintain an attendance record showing the dates and hours of the student's attendance on the job. In addition, the USCIS will provide the above-named institution with a supervisory appraisal of the student's performance that meets the academic crediting requirements of the institution, if any, upon completion of the volunteer service period.

USCIS HQ Student Employment Programs Manager:			
Signature	Date (mm/dd/yyyy)	Print Name	
School Representative:			
Signature	Date (mm/dd/yyyy)	Print Name	
Supervisor:			
Signature	Date (mm/dd/yyyy)	Print Name	
Student:			
Signature	Date (mm/dd/yyyy)	Print Name	

## WAIVER OF COMPENSATION

In connection with my services as a student volunteer in USCIS, I understand that I will be working during the period shown above without compensation and I hereby agree to waive any and all claims against the Government for salary or wages for services performed.

\*Failure to complete this agreement will result in termination.

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